



Feb 14, 2011

Dear Parade Entrant:

The City of Lake Forest is planning its 20th annual 4th of July Parade on **Monday, July 4, 2011**. This year's parade theme is **"Celebrating Independence on Our 20th Birthday"**. We encourage all participants to incorporate the theme in your entry or use a patriotic theme, and use appropriate music if applicable.

The deadline for returning completed parade entries to the City of Lake Forest is Friday, June 3, 2011 at 5:00pm. Please return the entry form to the City of Lake Forest, Independence Day Parade, 25550 Commercentre Dr., Suite 100, Lake Forest, CA 92630, or fax to 949-461-3513, or email a PDF to rivera@lakeforestca.gov – Attn: Ron Rivera. After June 1st we recommend walking in registration packets.

Once accepted, a representative from each entry must attend one of the three Pre-Parade Meetings to pick up their registration confirmation packets. All entrants that fail to attend the Pre-Parade Meeting will be disqualified from participating in the parade. The Meetings are currently scheduled for Wednesday June 15th, Monday June 20th and Tuesday June 28th all at 6:00pm at City Hall.

Enclosed you will find the following information:

Parade Guidelines/ Entry Form

The Lake Forest Kiwanis Club will kick-off the morning with a Pancake Breakfast for only \$5.00 per person, which will be served 7:00 A.M. to 10:00 A.M. in front of the El Toro High School gym on Toledo Way. El Toro High School Boosters 5K Walk/Run will begin at 7:30 A.M. at the corner of Lake Forest Drive and Serrano Drive. For more information please visit the City's website at www.lakeforestca.gov

The Fourth of July Parade award presentation will be held in late July or early August at the City of Lake Forest Council meeting. (Award winners will receive a letter confirming the date and time for the awards presentation.)

If you have any questions, please do not hesitate to contact me at 949-461-3457 or email to: rivera@lakeforestca.gov. Remember the parade will be on **Monday July 4th** this year. I look forward to seeing you!

Sincerely,

Ron Rivera
Recreation Coordinator
CITY OF LAKE FOREST

CITY OF LAKE FOREST 4th OF JULY PARADE

ALL PARTICIPANTS AND GROUPS MUST COMPLETE AND RETURN THE ENTRY FORMS. **THE DATE OF THE PARADE IS MONDAY, JULY 4, 2011. ENTRIES MUST BE RECEIVED NO LATER THAN FRIDAY, JUNE 3, 2011 at 5:00pm.** THIS YEAR'S PARADE THEME IS:

“Celebrating Independence on Our 20th Birthday”

JUDGING IS HELD DURING THE PARADE. It is desirable that the parade's theme “Celebrating Independence on Our 20th Birthday” is visibly and/or audibly apparent as the entry approaches the spectators.

Parade Guidelines & Procedures

1. ALL ENTRY FORMS MUST BE IN BY FRIDAY, JUNE 3rd, 2011, with a sketch and/or detailed description of your entry and signage. You will receive either a verbal or e-mail confirmation that your entry has been accepted or denied. **If your actual parade entry is not in accordance with the sketch/description that was submitted, a Parade Representative has the authority to deny your entry on Parade Day.**
2. **All entry applicants must have a representative attend one of the pre-parade meetings to pick up their registration confirmation packet. Entrants that do not attend the meeting will be disqualified from participating in the parade.**
3. Any entries consisting solely of advertising, or promoting hate or violence will not be acceptable.
4. The Parade Committee accepts no responsibility for false statements made by applicants or entrants.
5. Check-in booth opens at 8:00 a.m. and closes at 9:30 a.m. **All entrants must be checked in at this time. If you have a large group, please have a representative check-in and designate a specific place to meet the rest of your organization.**
 - a. Car Clubs shall check-in and stage on Ridge Route (Enter from Jeronimo). All Car Clubs will receive a Parade Recognition Certificate, in lieu of being judged for a trophy.
 - b. Bands shall check-in and stage on Ridge Route, entering from Serrano.
 - c. Equestrians shall check-in and stage at La Madera Elementary School parking lot, entering from Serrano.
6. You will be assisted in the staging area by an Assembly Captain.
7. Parade will start promptly at 10:00 a.m. At that time, all participants must be uniformed, costumed or appropriately attired.
8. The starter will announce your entry name with a bullhorn. Then you will enter the parade route.
9. Forward motion must be maintained throughout the parade route at all times. **It is suggested that all entry participants be transported on a vehicle or float to ensure the parade maintains a consistent forward motion.**
10. Parade Officials will be stationed along the parade route. They will be responsible for ensuring that your entry maintains the proper pace and deportment **for Safety and Security**. The parade officials are present to control the parade, and your entry **MUST** obey their instructions. Failure to comply may result in your entry being excluded from judging and participating in future parades.
11. Identification banners recommended.
12. **AT NO TIME IS ANY UNIT ALLOWED TO THROW OR PROPEL ANYTHING ALONG THE PARADE ROUTE.** Your entry may have an individual(s) walking along the parade route handing out candy to spectators. GROUP LEADER NAMED ON PARADE APPLICATION IS RESPONSIBLE FOR NOTIFYING ALL THEIR PARTICIPANTS OF THESE PARADE GUIDELINES.
13. Routines at the Judging/Cox TV area, and the VIP grandstand are limited to **45 seconds**. In order to preserve the continuity of the parade you will be asked to terminate your routine and continue on after the 60 seconds. Not terminating your performance will result in loss of points or disqualification at the judge's discretion (it is strongly suggested that any routines are planned and choreographed for less than 60 seconds to insure you have ample time to complete your performance).

14. Music/Audio level of each entry should be audible to parade spectators.
15. Children under the age of 8 must be accompanied by an adult.
16. Please provide wagons for small children and animals to ride in, to ensure the parade remains on schedule.
17. Officially, the parade ends at Lake Forest and Serrano. However, many spectators line up along Serrano, the return route to de-stage at the High School. Be sure that your entry continues at the same parade pace along Serrano. Do not stop, or you will back up entries behind you. *More info will be available at the pre-parade meeting.*
18. Commercial vehicles must provide entertainment and be a sponsor for the parade.
19. Dispose of trash and no longer needed materials (i.e.: bales of straw, etc.) in appropriate containers. Do not dump onto the street or parking lot surface. There is a 40 yard roll-off container in the back parking lot at the Serrano/Ridge Route corner. There is also a small dumpster in the front parking lot, along the sidewalk. There is also several cardboard trash boxes strategically located on sidewalks in the staging areas. Please help us to keep the area clean.

FURTHER INFORMATION CALL (949) 461-3457

The following is a sample script. Please use this as a guideline.

#14

Mayor Pro Tem

John (JON) Appleseed

- Nowhere Land's Mayor Pro Tem, John (JON) Appleseed, is cruising with his wife Jane down the Parade route in a 2011 Mustang courtesy of Santa Margarita Ford driven by Ed Lincoln.
- John was unanimously appointed by his City colleagues to serve as our Mayor in 2008.
- He currently serves on the California State Mandates Commission as an appointee of Governor Jerry Brown
- He serves as our City's representative to the Orange County Transportation Authority, on their Board of Directors.
- John and Jane wish everyone a joyous Holiday Season!



City of Lake Forest

THEME – ***Celebrating Independence on Our 20th Birthday***

4th of July Parade Entry Form

Name of Entry or Name of V.I.P. & Title: _____
(Please print in ink or type)

Contact Person or Leader: _____
(first) (last)

Address: _____
(street) (city) (zip code)

Home No: () Work No: ()

Cell No: () E-Mail Address: _____

If other than a band, will your entry have music?
If Yes, please describe _____

Please list any Special Needs or Requests

(You will be contacted before the parade to discuss your needs.)

Please check applicable boxes below:

- | | |
|---|---------------------|
| <input type="checkbox"/> Floats—Length in feet _____ | No. of people _____ |
| <input type="checkbox"/> Walkers | No. of people _____ |
| <input type="checkbox"/> Marching Band | No. of people _____ |
| <input type="checkbox"/> Bands on Vehicle | No. of people _____ |
| <input type="checkbox"/> Color Guard or Drill Team | No. of people _____ |
| <input type="checkbox"/> Equestrian | No. of people _____ |
| Description & Length _____ | |
| <i>Your group must clean up behind horses</i> | |
| <input type="checkbox"/> Car Clubs—No. of vehicles _____ Type of vehicles _____ | |
| <input type="checkbox"/> Single vehicles—Make & year _____ | |
| <input type="checkbox"/> Other (please describe below) _____ | No. of people _____ |

All entrants: Please provide a detailed description _____

If applicable, please attach a sketch on a separate sheet.

SCRIPT FOR ANNOUNCER

For Official Use Only:

(PLEASE TYPE OR PRINT LEGIBLY, AN EMAIL COPY IS PREFERRED)

Name of Entry _____

Director or Leader (if applicable) _____
(first) (last) (title)

In the space provided below, please provide details for the script to be read by the parade announcer for your parade entry. Include the type of entry, number of members, any special theme, characteristic or breed (if applicable), years of involvement or age of organization, and any special awards. ***Due to the number of entrants in the parade, the announcer suggests that the script should be approximately 20 seconds in length and not to exceed 30 seconds. If the script is too long, the announcer will edit the script to fit in the 20-30 second time frame.***

**Deadline to Lake Forest City Hall:
Friday, June 3, 2011**

If you have any questions or need additional information, please contact Ron Rivera at the City of Lake Forest at (949) 461-3457 or rivera@lakeforestca.gov

Mail completed application to:

Lake Forest City Hall – Independence Day Parade
25550 Commercentre Drive, Suite 100
Lake Forest, CA 92630

Or you can fax both pages to:

Lake Forest City Hall
Fourth of July Parade
Fax: (949) 461-3513

Submission of this application does not constitute acceptance. Using the information you provide, we will accept applications as needed to properly balance the parade and stay within the acceptable parade length. **You will be notified of your confirmation by e-mail. (Please be sure your e-mail address is filled out on the front of the application.)** If you do not have an e-mail address, you will receive confirmation by mail or phone no later than Friday, June 3rd 2011

late entries will NOT be accepted.

I hereby agree that the above is eligible as entered, and to release and hold harmless the management, or any of its members or agents, and the owners or management of the grounds or location where the event is held, from any loss, damage or injury resulting from participation of above entry in this event. By signing below I agree to all Parade Guidelines and Procedures.

Signed: _____

If under 18 years, parent or guardian must sign: _____

APPLICATION MUST BE SIGNED